

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Civil Emergency Services Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides overall management of the 911 communication center and the city's emergency preparedness. Includes preparing and coordinating the response and recovery to weather related and other emergency incidents that have disaster potential. Informs citizens, management and others. Ensures the EOC is fully operational. Supervises personnel and administers the budgets.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Ensures the responsiveness of calls by overseeing subordinate supervision, and overseeing the knowledge, motivation and accountability of staff.
2	S	Provides information by interacting with city and state officials and citizens, attending meetings with inter and outside departments, committees and agencies, attending seminars and conferences, providing presentations to citizens, and coordinating programs with civic leagues, community groups and city departments.
3	S	Performs managerial duties by conducting meetings with staff, giving directions, sharing information, planning operations, reducing rumors, promoting a healthy work environment, and hiring, evaluating, training, developing, and scheduling personnel.
4	S	Performs budgetary duties by meeting with staff to discuss budgetary reports including balances, expenditures, predictions, compensations and recommendations.
5	L	Maintains the EOC in a state of readiness by checking critical departments, emergency plans on a regular basis, maintaining emergency phone and pager lists, conducting exercises, and ensuring the physical preparedness of room.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	FEMA/State Emergency Management Certification within twelve months of employment. Valid Driver's License.
Reading	Work requires the ability to read memorandum, manuals, policies, procedures, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebra.
Writing	Work requires the ability to write memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include planning and coordinating daily and long-term operations of the bureau, including policies, procedures, and new initiations.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting staff, presentations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from meetings
Lifting	O	Files, plans, office supplies
Carrying	O	Files, plans, office supplies
Pushing/Pulling	O	File cabinet drawers
Reaching	O	Office supplies, telephone, files
Handling	O	Files, plans, office supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files from file cabinet
Crouching	R	Retrieving files from file cabinet
Crawling	N	
Bending	R	Picking up office supplies
Twisting	O	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, supervising staff
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	N	
Other (specify)	N	

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Copy machine, fax machine, telephone, general office supplies, computer, printer, standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)